



Weare Public Library

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Board of Trustees

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Jill Tacy, Secretary

Paul Marsh, Alternate

Terri Wahnowsky, Alternate

Christine Hague, Director

Minutes

Board of Trustees Meeting

Monday, April 5, 2010

Present: Susan Morin and Jill Tacy Trustees; Terri Wahnowsky and Paul Marsh, Alternate Trustees; Christine Hague, Director.

The meeting was called to order at 6:30 p.m.

Acceptance of Minutes:

Treasurer Morin moved to accept the minutes of the March 4, 2010 meeting as written. Terri Wahnowsky seconded the motion. All present were in favor.

Public Hearing:

A public hearing came to order at 6:45 pm. to accept \$1,550.27 in funds from donations, income generating equipment and other (see attached table). Jill Tacy moved to accept the funds, Susan Morin, Treasurer seconded the motion. All present were in favor. Public session ended at 6:50 pm.

Reports:

Director's Report

Director's report was reviewed. Attendance at the seniors and others coffee was down this month but 10 people did attend the seniors and others brown bag lunch. Six children have signed up for the Ruff Readers program, which uses trained dogs to listen to reluctant or struggling readers as they practice reading in a non-judgmental atmosphere. Book circulation is up slightly from last year. A meeting with the Board of Selectman resulted in oral permission to spend up to \$20,000 on flooring and structural repairs for the Paige section. Director Hague spoke with Loren Clement about lawn care at the library. Lawn care will be done at last years rates. Another maintenance concern is the brickwork that needs to be completed, Applications for placing the Weare Public Library on the NH Register of Historical Places and the Moose Plate Grant request for \$9,800 were completed and sent to the NH Division of Historical Resources. Staff development was completed by Karen Metcalf, Thelma Tracy and Director Hague this month. The State Library's education coordinator Tom Ladd resigned. The state currently has a freeze on hiring so his position will not be filled, as a result no library education modules have been scheduled for this spring. This will affect the availability of courses being offered to further Karen Metcalf's library experience and education. Director Hague felt that training in library programing would be the next direction for Karen however finding resources for this may be difficult due to the lack of courses being offered through the state library. The library is now on Facebook thanks to Thelma and Karen. This has been very successful so far. The library now has 97 fans.

Old Business:

Floor Cost Estimate

It was suggested by someone on the Board of Selectmen (BOS) that we might save labor costs by getting a crew from the Dept. of Corrections. Dir. Hague contacted Tony Sawyer with Hillsboro County Corrections to see if there is a crew capable of laying a floor in the library. Tony Sawyer said Hillsboro County Corrections could help remove books and carpet. Volunteers would need to unload the books at

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the Middle School as Hillsboro County Corrections cannot be on school property while children are present.

Bailey's Carpet has quoted \$8689 for a new Kenecto floor for the Paige Room. Materials, labor, removal and disposal of old carpet are included in this estimate.

Karpet's By Kerry gave an estimate of \$7560 for Karndean commercial grade solid vinyl flooring including removal, materials and installation. Kenecto could be used with an estimate of 6,440 but Karpets By Kerry did not recommend Kenecto for this library application.

Rightway Carpet LLC gave estimates for Flex Tec Vinyl and a high end carpet. These estimates were done sight unseen using the measurements from Bailey's estimate. The estimate for the Flex Tec vinyl came in at \$4288.90 This includes materials and labor but does not include any prep work. The high end commercial carpeting estimate was \$1758.90.

The Trustees discussed considering having one company do both the structural repairs and flooring so that one company would be responsible should there be any problems with either the structure or flooring in the future. This may increase the price as the flooring is contracted out. The trustees felt that having separate bids for the structural repairs and flooring would be most cost effective. In consideration of possible problems with the project, the Trustees would like to ask for a 2 year warranty on the flooring when looking for bids.

Director Hague will talk to Chip M. about the flooring before completing the RFP for structural repairs to the library as outlined by the engineer, including labor and materials, with a guarantee for workmanship and structural stability. If a company would like to bid on both parts of the project, a separate bid could be submitted for the flooring.

Forming a Library Development Exploratory Committee

Dir. Hague helped create goals for this committee. It was decided that the committee be formed by request and consist of 5 or 6 members including users, non-users and a Trustee. Names of 3 people who agreed to participate on the committee were shared. Ideas of additional people to ask were discussed. These additional people will be contacted personally in the next few weeks so that the committee can begin working in May or June. We would also like choose a Library Trustee or Alternate Trustee to participate on the committee by the next meeting. Goals for the committee are listed below.

To obtain information from the public including:

- Library users: demographics, frequency, preferences.
- Library non-users: reasons for non-use.
- What we are doing now that meets with public approval.
- What the public does not like and wants improved or added.
- What services, design/space, and features the public would like in the ideal new library.

New Business:

Election of Officers

Election of officers was discussed. Ray Kelly was nominated as Chair, Jill Tacy was nominated as Secretary and Susan Morin was nominated as Treasurer.

DSL Conversion through Granite State

Granite State has offered to upgrade the library to fiber optic with no cost to the library for the fiber optic service. On March 17 a representative from Granite State came to the library to see if converting to fiber optic would be an option. Currently the library using Granite State DSL for public access and Comcast cable for staff and circulation. The library is not currently wired for fiber optic. Installation of fiber optic cables inside the library would have to be contracted out at the expense of the library. We would also

need to purchase a new hub and firewall so that one set could be used for public access and the other for circulation/staff use. This would be an involved project with additional costs for the library. The trustees were not in favor of converting to fiber optic at the present time due to these additional costs.

Funding for New Server

The last estimate from Jeff Jackson was \$1004 for server, although this cost maybe slightly higher now. The current server is full so Jeff is not able to update the server any longer. Software for circulation needs to be purchased, however this needs to be purchased after a server has been purchased. The server is so old that it could fail at any time. The Trustees discussed purchasing a new server to replace the current one and paying the fee of \$1100 for loading the current software. Director Hague said she needed to continue to research circulation software before making a recommendation of a circulation software to purchase for the library. So circulation software will not be considered for purchase at this time. Paul Marsh moved that the new server be purchased and installed for an amount not to exceed \$2500. This was seconded by Secretary Jill Tacy. Jill Tacy and Terry Wahnowski voted in favor of the motion. Treasurer Morin abstained from the vote, due to the concern that we may have to spend more money in 6 months if we purchase new circulation software that needs to be uploaded to the server.

Harassment Policy:

The Trustees will review a sample harassment policy from Primex and bring suggestions to the next meeting.

Other:

Request: George Mallette would like to use the Library lawn on Old Home Days for the Historical Society. The Trustees agreed that this would be fine as long as old cars were not parked on the lawn. There was a problem with this damaging the lawn in the past.

Staff changes: There are two staff changes. Michelle Gaudreault has given her notice for 2 weeks from now. This position will be filled. Callie Moody has given her notice from cleaning only. Barbara Talbot has agreed to take on these cleaning duties.

Meeting adjourned at 8:35 pm.

Next Meeting

Thursday, May 6, 2010 at 6:30 pm.

Respectfully submitted,
Jill Tacy
Secretary
/attachment

Weare Public Library
Hearing to Accept Funds
5-Apr-10

| Source | Designation | | Amount |
|------------------------------|----------------------|--|-------------------|
| Book replacement | books | | \$20.51 |
| Non resident card/repl. Card | book, supplies | | \$21.00 |
| Income generating equipment | supplies, books | | \$183.77 |
| Donations | supplies, books | | \$68.00 |
| Keith Lion | to be designated | | \$500.00 |
| Prudential | match Lion | | \$700.00 |
| Barbara Herman | memorial gift, books | | \$50.00 |
| Refund | supplies, books | | \$6.99 |
| | | | \$1,550.27 |